

Appropriate and Inappropriate Inquiries during the interview process at Michigan Technological University

Subject	Appropriate Inquiries	Inappropriate Inquiries
Age	None.	Questions about age, date of birth, requests for birth certificate.
Arrests/Convictions	None. Only Human Resources can address this type of inquiry.	Inquiries regarding arrest/conviction record.
Citizenship	May ask questions about legal authorization to work in the specific position if all applicants are asked.	May not ask if person is a U.S. citizen or what citizenship the person holds.
Disability	May ask about applicant's ability to perform job-related functions.	Question (or series of questions) that is likely to solicit information about a disability.
Education	Inquiries about degree or equivalent experience.	None.
Gender	None.	Inquiries about the applicant's gender.
Height and Weight	None.	Inquiries about the applicant's height or weight.
Language	If a job requirement: Do you speak, read, or write (specific) language?	What is your native tongue?
Marital, Parental, or Caregiver Status	Whether applicant can meet work schedule or job requirements. Should be asked of all genders.	Any inquiry about marital status, children, pregnancy, caregiving, or child care plans.
Military Record	None, except as relates to job-related experience or education during military service.	Type or condition of discharge.
National Origin	May ask if legally authorized to work in this specific position if all applicants are asked.	May not ask a person's birthplace; if the person is a U.S. citizen; questions about the person's lineage, ancestry, descent or parentage; how the person acquired the ability to speak/read/learn a foreign language.
Organizations	Inquiries about professional organizations related to the position.	Inquiries about personal or professional organizations suggesting race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, height, weight, disability, or veteran status.
Personal Finances	None.	Inquiries regarding credit record, owning a home, or garnishment record.
Photograph	None.	Any inquiry for a photograph prior to hire.
Political Affiliation	None.	Inquiries about membership in a political party.
Race or Color	None.	Comments about complexion or color of skin.
Religion	Describe the work schedule and ask whether applicant can work that schedule. Should be asked of all applicants.	Inquiries about religious preferences, affiliation, denominations, church, and religious holidays observed.

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.



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